



Hawai'i State Foundation on Culture & the Arts
Folk & Traditional Arts Program

APPRENTICESHIP GRANT GUIDELINES 2012 & 2013

TITLE:	Hawai'i State Foundation on Culture and the Arts (HSFCA) Apprenticeship Grants 2012 & 2013 (two years)
PURPOSE OF THE GRANT:	To support the perpetuation of Hawaii folk and traditional arts by funding apprenticeship projects developed by an accomplished traditional teaching artist with an apprentice.
ABOUT THE HSFCA:	<p>Mission – To promote, perpetuate, preserve, and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai'i.</p> <p>The Apprenticeship Grants Program allows the HSFCA to:</p> <ul style="list-style-type: none"> (1) encourage leadership and education in culture and traditional arts by furthering learning and mastery of folk and traditional arts, (2) increase access by making funding available statewide and encouraging neighbor island participation, and (3) enhance Native Hawaiian culture and arts.
CONTACT:	<p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts Phone: 586-0771 Email: denise.miyahana@hawaii.gov</p> <p>Neighbor islands call toll free: Hawai'i – 974-4000 ext 6-0771 Maui – 984-2400 ext 6-0771 Kaua'i – 274-3141 ext 6-0771 Lana'i/Moloka'i – 1-800-468-4644 ext 6-0771</p>
APPLICATION CONTENTS:	<p>Complete and submit the enclosed required application materials:</p> <ul style="list-style-type: none"> • Cover sheet with teaching artist and apprentice signatures. • Project Description with the following sections: <ul style="list-style-type: none"> A. Questions for the Teaching Artist to answer about his/her experience and qualifications. B. Questions for the Apprentice to answer about his/her experience and qualifications.. C. Questions about the proposed apprenticeship project. • Budget Form. • Artistic Evidence Form with artistic support materials. • Letter of Support for teaching artist (you may use form provided). • Letter of Support for apprentice (you may use form provided). <p>Application materials are also available on HSFCA website: www.hawaii.gov/sfca</p>



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APPLICATION DUE DATE:	<p>Saturday, April 23, 2011 (postmarked date) to:</p> <p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts 250 South Hotel St., 2nd floor Honolulu, Hawai'i 96813</p> <p>Do not fax or email application. Required application materials not received or postmarked by the application due date will not be considered.</p>
GRANT PERIOD:	July 1, 2011 through June 30, 2013 (two years)
ELIGIBILITY:	<p>Eligibility is limited to folk and traditional arts that are relevant to Hawaii's cultural heritage. These arts have grown through time within Hawaii's island communities. They share the same ethnic or cultural heritage, language, religion, geographic area or way of life.</p> <p>Applications must be submitted by an apprenticeship paired team. Apprenticeship paired teams are skilled in a folk or traditional art of Hawai'i. An apprenticeship team consists of an accomplished traditional teaching artist and an experienced apprentice. The accomplished traditional teaching artist should be recognized by his/her cultural community as an established and mature practitioner of his/her folk or traditional art form and able to demonstrate artistic excellence through supporting materials. The apprentice should have experience in the folk or traditional art to be studied and be committed to sharing the knowledge learned with others.</p> <ul style="list-style-type: none"> • The apprenticeship paired team must not be related family members. • Applicants must be U.S. citizens and legal residents of the State of Hawai'i. • Apprentices must be at least 16 years old.



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<p>MAXIMUM GRANT & ELIGIBLE EXPENSES:</p>	<p>Grant amount is based on the apprenticeship team's request as outlined in the proposal budget.</p> <p>\$5,000 is the maximum Apprenticeship Grant that an apprenticeship team may request or receive for each of the two years.</p> <p>Grant funds are to be used to cover the teaching artist's fee for teaching (at least 60% of the total grant amount) and eligible expendable project expenses for both teacher and apprentice (no more than 40%). Eligible expendable project expenses include:</p> <ul style="list-style-type: none"> • Travel expenses (within state of Hawai'i only). • Project supplies.
<p>WE DO NOT FUND:</p>	<ul style="list-style-type: none"> • Building, renovation, maintenance of facilities, or other capital expenditures • Activities completed prior to the project period • Fellowships, scholarships, theses, dissertations, tuition • Fund raising • Grant management fees or indirect cost rates • Commissioning visual artists to execute professional works of art • Costs for food and/or refreshments • Perquisites • Equipment purchases and/or long-term equipment rentals, including musical instruments, tools • Foreign travel • Subgrants or regrants • Interest payments, insurance, or similar finance costs. Audits. • Utilities and communications costs (e.g. water, electricity, telephone) • Un-itemized miscellaneous • Maintenance or repair costs • Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services



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<p>APPLICATION CRITERIA AND REQUIREMENTS: <i>(applications not meeting these criteria will not be considered)</i></p>	<ul style="list-style-type: none"> • All application materials must be submitted. Anything missing means the application is incomplete. Incomplete applications will not be considered (see Application Contents above). • Only one application per teaching artist or apprentice. • Current application form must be used. Applications using forms from previous years will not be considered. • Letters of Support must be obtained from persons who are not family members. Obtain letters from peers, teachers, students, or clients. The letters should be written and signed by someone who can speak to the qualifications and community involvement of the teaching artist or apprentice. • Apprenticeship cannot begin before July 1, 2011 or end after June 30, 2013. • An apprenticeship is a period of intensive study that involves a minimum of 80 hours of contact time over a 6-8 month period in each year.
<p>APPLICATION PACKAGE PREPARATION</p>	<p>This application is a Word.doc. The boxes expand as you type.</p> <p>Since we need to make copies of your application for panel review:</p> <ul style="list-style-type: none"> • Do Not staple your materials • Do Not put your application and support materials in a 3-ring binder or any pronged folio or any sleeves. <p>Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.</p>
<p>HOW APPLICATIONS ARE REVIEWED AND EVALUATED:</p>	<ul style="list-style-type: none"> • Demonstrated commitment to the cultural traditions and the project by both the teaching artist and apprentice. • Compatibility between teaching artist and apprentice. • Completeness and clarity of proposal. • The experience/skill requirements for an apprentice may be relaxed in cases where the number of prospective apprentices in a community is very limited, and/or an applicant demonstrates a special connection to the tradition. • Applications will be reviewed in a panel meeting and panelists will make funding recommendations to the HSFCA Board of Commissioners for apprenticeship grants approval. • Applicants will receive written notification of the outcome of their application.



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<p>OTHER INFORMATION:</p>	<ul style="list-style-type: none"> • Contemporary fine arts are not eligible. These may include but are not limited to contemporary painting, contemporary sculpture, filmmaking, directing, etc. • Occupational “folklife” or “folkways” such as massage therapy, use of medicinal herbs, cooking, farming and fishing will not be considered at this time, unless the application focuses on an aesthetic aspect (for example carving the fishhooks/tools/ implements or festive ceremonies related to the occupation). • Persons receiving Apprenticeship Grants for two consecutive years (one biennium cycle) should wait for another biennium cycle before applying again. Exceptions to this policy will be evaluated on a case-by case basis.
<p>PROJECT REQUIREMENTS AFTER SELECTION:</p>	<ul style="list-style-type: none"> • Implement a minimum of 80 hours of instruction over a 6 to 8 month period within each of the two years. • One or more site visits and interviews will be conducted. • Project documentation will involve photo, audio and/or video of interviews and project work. • Apprentice must keep a written log or journal of the lessons, which is to be submitted with the Final Report. • Apprenticeship team must give a public presentation together to share their experience. For example, this can be a talk, performance or an exhibit at a school, library, community center, arts organization. • Teacher and Apprentice must each submit an interim report after the first year and a final report after the second year describing the work that was accomplished.



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APPRENTICESHIP GRANT APPLICATION COVER SHEET

Writeable Word Document)

Apprenticeship Grant Project Title:
Tradition to be taught:

Teaching Artist Applicant:

First Name & Middle Initial:	
Last Name:	
Address:	
City, State, Zipcode:	
Telephone (day):	
Email:	
Date of Birth:	
Hawaii resident since (month/year):	
Ethnic/Cultural Background:	

Apprentice Applicant:

First Name & Middle Initial:	
Last Name:	
Address:	
City, State, Zipcode:	
Telephone (day):	
Email:	
Date of Birth (must be at least 16 years old):	
Hawaii resident since (month/year):	
Ethnic/Cultural Background:	

Total grant amount requested (from Apprenticeship Budget):	\$
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Certification:

I certify that I am willing to participate in the Apprenticeship Grant according to the plans outlined in this application form and that statements made on the form are true and complete to the best of my knowledge. I certify that we are not related family members. I understand that, if I receive an apprenticeship grant, one of the requirements is to hold an exhibition, presentation or performance of my work as a public service project for the people of Hawai'i.

Teaching Artist Signature

Date



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APPRENTICESHIP GRANT APPLICATION COVER SHEET

Writeable Word Document)

Apprentice Signature

Date

If the apprentice is under 21 years of age, we ask that a parent or guardian also sign this application form.

I agree to provide necessary assistance to the above-named apprentice in his or her efforts to carry out the proposed apprenticeship as outlined in this application.

Parent/Guardian Signature

Date

Sample



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION PROJECT DESCRIPTION**

Section A – Questions for the Teaching Artist

Name of Teaching Artist:

A-1. Describe how you learned the traditional art form/cultural practice you wish to teach.

A-2. How long have you been actively involved in this traditional art form/cultural practice?

A-3. Describe how you teach your students (e.g. one-on-one, group)?

A-4. Describe any community activities, performances, lectures, or teaching of this tradition that you have been involved with. List any awards that support your recognition in the community in the tradition you wish to teach.

A-5. Explain why it is important to preserve and perpetuate this tradition and how this is significant for this cultural community in Hawaii.

A-6. Explain why you wish to participate in this apprenticeship and why you would like to teach this apprentice.

A-7. Check the box that describes your situation regarding **prior participation** in the Apprenticeship Grants Program.

☐

First time applying.

☐

Teaching Artist applying with **same** Apprentice.

In the box below, List years funded and explain why you wish to continue teaching the same apprentice and how this will benefit you and your apprentice.



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION PROJECT DESCRIPTION**

- ☐ Teaching Artist applying with **different** Apprentice.
In the box below, List years funded and explain why you wish to teach a different apprentice
and how this will benefit you and your apprentice.

Sample



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION PROJECT DESCRIPTION**

Section B – Questions for the Apprentice

Name of Apprentice:

B-1. Describe how you first became interested in the tradition you would like to study.

B-2. How long have you been actively involved in this tradition?

B-3. Describe your current skill level.

B-4. Explain why you would like to participate in this project.

B-5. Explain why you wish to study with this traditional artist. Include how long you have been studying with him/her.

B-6. Explain how you plan to preserve this tradition and share it with others after your apprenticeship is completed.

B-7. Are you directly related to the traditional artist you are applying with? ____Yes ____No

If you are related, tell us in what way:

B-8. Check the box below that describes your situation regarding **prior participation** in the Apprenticeship Grants Program.

☐ First time applying.

☐ **Same** Apprentice repeating with the **same** Teaching Artist.

List previous years with this Teaching Artist and explain how this will benefit you and your long-term goals with this tradition.



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION PROJECT DESCRIPTION**

☐ **Same** Apprentice with a **different** Teaching Artist.

List years of apprenticeship with the previous Teaching Artist and explain how an apprenticeship with a different Teaching Artist will benefit you and your long-term goals with this tradition.

Sample



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Section C – Questions for the Teaching Artist and the Apprentice to answer together

C-1. Tell us what you plan to cover during the proposed apprenticeship. *Include the various skills, techniques, processes, materials, etc. you plan to work on. Be as specific as possible. Explain how you plan to teach your apprentice.*

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C-2. What SKILL LEVEL is the apprentice expected to achieve during the apprenticeship period of study. What are the specific goals, completed work, or achievements?

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C-3. What type of community presentation do you plan to do when this project is completed?

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C-4. An apprenticeship is a period of intensive study that involves a minimum of **80 hours** of contact time over a **6-8 month** period.

Estimate your proposed schedule below:

Proposed Starting Date of Apprenticeship:

Proposed Ending Date of Apprenticeship:

How often do you plan to meet?:



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION ARTISTIC EVIDENCE**

In order to determine the level of mastery of the applicant teaching artist and the readiness of the applicant apprentice, examples of the work of **BOTH the teaching artist and apprentice** must be submitted. Label and identify teaching artist and/or apprentice clearly.

What to Submit as Artistic Evidence: (Please LABEL all items submitted with the correct name.)

If your tradition is a **CRAFT** please include **photographs, slides, a VHS videotape, or a DVD** of your work.

If your tradition is a **PERFORMING ART**, such as **music or dance**, please include an **audio cassette tape, audio CD, a VHS videotape or a DVD** of your work.

PHOTO IMAGES:

- **Photographs:** should be mounted on photo album pages and identified with captions or labels. You may submit a print copy of the photographs, instead of the photographs, but please be sure that the copy of the photograph is of good quality.
- **Color slides:** should be submitted in a slide sheet with no more than 20 slides per artist and apprentice.

AUDIO:

- **Audio cassettes and CDs:** should include one musical selection of 3-10 minutes for the teaching artist and one musical selection of 3-10 minutes for the apprentice. Please identify the performances with a brief announcement.

VIDEO:

- **Videotapes and DVDs:** should include one 3-10 minute performance of the teaching artist and one 3-10 minute performance of the apprentice OR one 3-10 minute performance of both. Label clearly and provide a sheet describing/explaining the performance and identifying the teaching artist and/or apprentice. If VHS tape, cue the tape to the section to be viewed by the panel. If DVD, identify the tracks.

Indicate below, with a check mark, which materials are included in this application:

FOR TEACHING ARTIST:

<input type="checkbox"/> Photograph(s)	<input type="checkbox"/> Photo CD(s)	<input type="checkbox"/> Audiotape(s)
<input type="checkbox"/> Audio CD(s)	<input type="checkbox"/> VHS Videotape(s)	<input type="checkbox"/> DVD(s)

FOR APPRENTICE:

<input type="checkbox"/> Photograph(s)	<input type="checkbox"/> Photo CD(s)	<input type="checkbox"/> Audiotape(s)
<input type="checkbox"/> Audio CD(s)	<input type="checkbox"/> VHS Videotape(s)	<input type="checkbox"/> DVD(s)



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**FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT
APPLICATION LETTER OF SUPPORT FORM**

You may use this form to type in the information (*Writeable Word Document*)

Applicants must include at least **one letter of support for the teaching artist AND one letter of support for the apprentice.**

This Letter of Support is for a (*check one below*):

☐

Teaching Artist

☐

Apprentice

Applicant's Name:

Project Title:

Describe your support for this applicant in the box below.

Signature

Date

Sample